



## Payment Program

To apply, submit request online or by mail to Data Ticket (Citation Processing Center) within **60 days** of the issuance of the parking citation.

### Indigent Person Payment Program

The City of Grand Terrace offers a Payment Arrangement Program for indigent persons who owe outstanding fees for parking violations.

Pursuant to California Government Code Section 68632, a person is indigent if his or her monthly income is equal to, or less than, 125% of the current federal poverty line, or if he or she receives assistance from any of the programs listed below:

- Supplemental Security Income (SSI)
- California Work Opportunity (CalWORKs)
- Supplemental Nutrition Assistance Program (Food Stamps)
- County Relief, General Relief (GR) or General Assistance (GA)
- Cash Assistance Program for Aged, Blind and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Medi-Cal

### Proof of Indigence

To qualify for the Payment Arrangement, you must demonstrate that you are indigent by providing proof of indigence in either of the manners described below:

- (A) **Proof of income** from a pay stub or other proof of earnings such as recent bank statements showing that the individual meets the income criteria set forth in subdivision (b) of Section 68632 of the Government Code.
- (B) **Proof of receipt of benefits** under any of the programs described in subdivision (a) of Section 68632 of the Government Code and listed above. A valid proof of receipt will consist of a copy of the most recent Verification of Benefits Form, Notice of Action Approval Letter, or Award Letter.

**To apply you must submit an “Indigent Person Parking Violation Proof of Indigence Application” form within 60 days of the issuance of the parking citation or 10 days from the hearing determination, whichever is later. Supporting documentation establishing proof of indigence is required.**



Failure to provide supporting documentation within the allowed time may result in an incomplete Application and/or denial of the Application.

Applications should be mailed to the address that is listed on the back of the parking violation:

**City of Grand Terrace, C/O Citation Processing Center, P.O. Box 7279  
Newport Beach, CA 92658**

For additional information, you may call **1 (800) 989 2058** or visit:

[www.citationprocessingcenter.com](http://www.citationprocessingcenter.com)

Applications received more than 60 days after the issuance of the citation will not be eligible for the program. Once approved parking fines and fees under \$300 are to be paid off in 18 months. **The minimum monthly payment is \$25.00.** A \$5.00 processing fee for indigent persons and \$25.00 for all others will be applied to each violation admitted to the Program. **The registered/legal owner of the cited vehicle is the ONLY person who may apply.** The registered owner must therefore, meet the indigent income criteria for a citation to be admitted to the program.

Neither applying nor admission to the Program **relieves a driver of liability for parking violations.** Likewise, applying does not contest or dispute the parking violation. If you feel a parking violation was issued in error, you may contest the parking citation.

Please see “How to Contest” a parking citation for more information.

## Contesting A Citation

California Vehicle Code Section 40215 (a) allows individuals cited for a parking violation to contest a parking citation provided that the citation was not issued in error.

Common reasons that **DO NOT** support just cause to dismiss a citation, include but are not limited to:

- “I do not live here.”
- “I am new to the city.”
- “I have no money to pay.” **(Please see the Indigent Person Payment Program)**
- “This is my first time receiving a parking citation.”
- “I was not aware of the parking laws.”



If you would like to contest a parking citation, you must request a review within 21 days of the issuance of the parking citation. You may submit a request online at [www.citationprocessingcenter.com](http://www.citationprocessingcenter.com).

## Contest Process

### 1<sup>st</sup> Level - Administrative Review

There is no fee to contest a parking citation at this level. A citation is placed on hold at this level and any penalties are temporarily suspended while the citation is under review. An Administrative Results letter will be mailed to the address that is provided on the contest form.

### 2<sup>nd</sup> Level – Administrative Hearing

The amount of the citation must be paid to contest a parking citation at this level. An Administrative Hearing cannot be scheduled until after you have received the results of the 1st level Administrative Review and have been found liable and the citation has been paid.

On-line payment services are available through a 3rd party vendor. The 3rd party vendor charges a \$3.50 non-refundable convenience fee for utilizing its service.

To request a Waiver of Penalty prior to an Administrative Hearing, you may complete an Administrative Hearing Waiver of Penalty form and provide supporting income information. Administrative Hearing Waiver forms received without supporting income documentation is considered incomplete and will not be processed.

The request for Administrative Hearing, and Administrative Hearing Waiver (if applicable) and any supporting income documentation **must be mailed** to the address provided on your Administrative Review results letter.

All Administrative Hearing request and documentation **must be received prior to the due date listed on your Administrative Review results letter**. Request received after the due date will not be accepted.

If you are found not liable, and you paid the citation, the citation amount paid will be refunded.



### 3<sup>rd</sup> Level – Civil Appeal

California Vehicle Code Section 40230(a) allows for the ability to file a Civil Appeal for a parking citation if you are dissatisfied with the results of your Administrative Hearing. You may not request a Civil Appeal unless you have received a Result of Administrative Hearing and have been found liable. ***If a waiver was granted for the 2<sup>nd</sup> Level Administrative Review, the citation must be paid in full prior to filing a Civil Appeal.*** Upon filing a Civil Appeal, you will also be required to pay a filing fee to the court.

If you are found not liable during the civil process, the citation amount paid and filing fees will be refunded.